



*State of North Carolina  
Department of Public Safety  
Prisons*

Chapter: M  
Section: .1300  
Title: Dairy and Bread  
Issue Date: 06/01/2020  
Supersedes: 04/01/2013

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**POLICY AND PROCEDURE**

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**.1301 GENERAL**

Annual purchase orders will be issued by the Department of Public Safety Purchasing Department for each facility's dairy and bread goods following the Fiscal Administrative Policy and Procedure. Purchase orders shall be created based on the facility Food Service Manager/Supervisor's estimated usage.

**.1302 PROCEDURES**

- (a) Invoices for deliveries shall be forwarded immediately from the Food Management Department to the person at the facility responsible for receipting invoices.
- (b) The Food Service Manager/Supervisor shall retain a copy of the invoice for their files.
- (c) Invoices shall be receipted against the open purchase order in E-Procurement. Invoices not receipted in a timely manner will not be paid timely, affecting monthly food cost figures.

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Commissioner of Prisons

June 1, 2020  
Date

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